

APPLICATION

- A. Application: An application for VR services is considered to have been made anytime an individual indicates in writing an interest in VR services, except where a safety or security risk exists (see C. below). The application may be on an agency form designed for that purpose, or by letter. An application is usually not considered complete until the IPE-1, Rights and Responsibilities form, is signed. Should the client refuse to sign the form, but indicate a desire for services, the counselor will sign and date both copies. One copy will be given to the client. The other copy will be filed in the casefile, with a notation that the client refused to sign and the reasons the client stated for not signing the form.

Interested individuals should not be discouraged from applying.

- B. Individuals who are blind: IVRS does not provide services to individuals whose primary disability is blindness. Individuals with multiple disabilities may receive technical assistance and consultation from IVRS as a client of IDB. Approval to open a case record on an individual who is blind must be obtained from the Bureau Chief.
- C. Safety and Security Risks: When an individual demonstrates by present action or actions of the immediate past that they pose a threat to agency staff, they have forfeited the right to receive vocational rehabilitation services.
1. If the casefile is open, it should be closed until the individual can demonstrate that they are no longer a threat. The individual must be notified in writing of the closure and right to mediation or appeal.
 2. If the file is not open, staff do not have an obligation to open a file on those individuals. These individuals must be notified in writing of the reason why the file is not being opened and of their right to appeal. A copy of that letter is sent to the Bureau Chief.

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